

MANUAL
of the
CAPE OF GOOD HOPE SOCIETY FOR THE PREVENTION OF
CRUELTY TO ANIMALS (Section 21 Company)
Registration Number 1939/013624/08

in terms of section 14 of the Promotion of Access to Information Act, No. 2 of 2000 (“PAIA”).

This manual is also available in Afrikaans and isiXhosa.

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A. **Structure**

We are a section 21 company; i.e. an incorporated association not for gain.

The Board of Directors consists of the following members:

Chairman: Dr John Oakley
CEO: Allan Perrins
Vice Chariman: Dr Theo Shippey
Honorary Treasurer: Anthony Sedgwick
Secretary: Henry Fabe
Director: Phil Snijman
Director: Dr Gininda Msiza

The members of the Management Team are:

CEO: Allan Perrins
Chief Inspector: Andries Venter
Communication, Education and Resource Development Manager: Sarah Scarth
Senior Veterinarian: Dr Miles Penford
Animal Care Centre Manager (Adoptions and Kennels): Margie Ainscow
Hospital Administrator: Wendy Robinson

The members of the Management Team all report to the CEO who in turn reports to the Board of Directors.

B. **Functions**

The functions of the SPCA-CoGH are prescribed by the Societies for the Prevention of Cruelty to Animals Act (Act 169 of 1993).

In short, we work towards the prevention of animal abuse. However, much of our work is directed at dealing with the reality in our society of animal cruelty.

C. **Information Officer**

The information officer is Allan Perrins (CEO). His email address is allan.perrins@spca-ct.co.za . The deputy information officer is Sarah Scarth (Communication Manager). Her email address is sarah.scarth@spca-ct.co.za.

D. **Contact details**

Postal address:	P O Box 3, Plumstead, 7800, Western Cape
Street address:	1 st Avenue, Grassy Park, 7800, Western Cape
Phone number:	021 700 4140
Fax number:	021 705 2127
E mail:	enquiries@spca-ct.co.za

E. **How to request access to information**

The Human Rights Commission has prepared a detailed guide to assist members of the public in obtaining access to the records of a public body such as ours. This guide is available at www.hrc.org.za under “Publications”, in particular “PAIA”. A hard copy is also available from the Human Rights Commission itself at its Cape Town office.

The guide contains detailed information as to the procedure to be followed to request access to information held by us, including the form to be filled in and the fees payable to us.

F. **Subject and Categories of records held by us in respect of which a request for access is necessary**

Governance & Administration

Minutes of Annual General Meetings
 Minutes of Board Meetings
 Financial statements
 Authority under the Fund-raising Act, Act 107 of 1978
 Annual report to the NSCPA
 Minutes of meetings of the Management Team

Labour Relations

Disciplinary and grievance procedures

G. **Services available to members of the public**

Complaints regarding animal cruelty

Animal Care

Hospital

Kennels

Lost & Found

H. **Public participation**

No formal arrangements exist, but members of the public are welcome to contact the office of the CEO with suggestions. We welcome the participation of volunteers in our activities.

I. **Remedies if we do not comply with a request under PAIA**

No internal appeal procedure exists, but PAIA makes provision for the courts to be approached to enforce compliance with the Act.
